



PHENIX CITY Alabama

BUILDING DEPARTMENT

1119 Broad Street | Phenix City, AL 36867 | Ph: 334-448-2740 | Fx: 334-448-2742 | phenixcityal.us

DR. R. GRIFF GORDY
Mayor Pro Tem / At Large

STEVE BAILEY
Councilmember District 1

EDDIE N. LOWE
Mayor

VIKEY F. CARTER
Councilmember District 2

ARTHUR L. DAY, JR.
Councilmember District 3

WALLACE B. HUNTER, City Manager
SHANNON DAVIS, City Clerk
RAY ROGERS, Chief Building Official

BID FORM

THIS IS AN INQUIRY - NOT AN ORDER

Date: 02/14/2024 Bids Closes On: Wednesday, March 13, 2024 Time: 10:00 AM EST.

Bids to be delivered to: **CITY OF PHENIX CITY, FINANCE DEPT, 2ND FLOOR, PHENIX CITY, AL 36867.**

Please quote us prices on the articles or services listed below. The right is reserved to accept or reject all or any part of your offer, and to accept the offer the City Council considers the most advantageous to the City. Any suggestions as to quantity to secure a better price are welcome.

Item No.	Quantity	Item	Unit Price	Total
		SEE ATTACHED FROM HARLAN A PRICE, ARCHITECT		

BIDS MUST BE RETURNED IN A SEALED ENVELOPE TO THE ADDRESS ABOVE. MARKED: Renovation PC HR 1211 7th Avenue

IF YOU MAIL YOUR BID BY FED EX OR AIRBORNE, ETC., PLEASE WRITE ON THE ENVELOPE ALSO: Renovation PC HR 1211 7th Ave
NO BIDS WILL BE ACCEPTED AFTER 09:30 AM EST, ON THE BID CLOSING DATE. **PLEASE NOTE THAT THE TIME IS EASTERN STANDARD TIME.**

BIDS WILL BE OPENED IN THE COUNCIL CHAMBERS AT 1111 BROAD STREET, PUBLIC SAFETY BUILDING.

FOR ADDITIONAL INFORMATION, CALL: Harlan A. Price, Architect (706) 327-8212

GENERAL CONDITIONS OF BIDDING - READ CAREFULLY

- Quote on alternates if unable to furnish items listed. State on face of bid exactly what you are furnishing. (Brand or Manufacturer's Name).
- Any catalog, or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade.
- Furnish specifications on all items bid.
- The City of Phenix City is exempt from all Federal Excise Taxes. DO NOT include tax in your bid price or invoice.
- PRICE MUST BE ITEMIZED. The City of Phenix City reserves the right to award item or total bid.
- ALL bids must be quoted f.o.b. Phenix City.
- In case of a discrepancy between the unit price and the extension, the unit price will be taken.
- Due to legal requirements of the City for processing payments, cash discounts should be quoted ten days after end of month, when possible.
- In the event no bid is to be submitted note same on invitation and return with the general provisions included herein. Also advise whether future invitations for type of supplies or services covered by the inquiry are desired.
- The successful bidder will be required to have all applicable state and city business licenses.
- This original request for proposal, along with any attachments, **MUST BE SUBMITTED IN DUPLICATE.**
- A 5% bid bond or cashier's check must be submitted with all bids.

The undersigned hereby offers to furnish and deliver the articles or services as specified above at the prices and terms there stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

Delivery can be made _____ Cash discount _____ % _____ Days

Name of Business _____

By: _____
Authorized Representative - **Must sign by hand**



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Business Telephone: _____



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REQUEST FOR BIDS

PROJECT: Renovations to the Phenix City Human Resources Offices
1211 7th Avenue, Phenix City, Alabama

TIMETABLE:

RFB Issuance Date: Wednesday, February 14, 2024
RFB Submission Deadline: Wednesday, March 13, 2024

DETAILS:

The project is the renovation of an existing 8200 square foot 2-story office building, plus the addition of an elevator and a stairwell.

PDF files of the bid documents will be e-mailed to each prime bidder upon request for the bidders to use to print the hard copies needed to price. Please e-mail (hprice@aidgarch.com) to request PDFs. Partial sets will not be e-mailed.

The Proposal should be hand delivered or sent by certified mail in a clearly marked sealed envelope or package to the City of Phenix City, Finance Dept., 2nd Floor at 601 12th Street in Phenix City, AL, 36867. The Proposal shall include the following:

1. The Bid Amount, including division breakdown.
2. An estimated construction schedule timeline.
3. A listing of the documents, with dates, used to execute the bid.
4. A listing of any responses to questions, with dates used to execute the bid.
5. Copy of the required Bid Bond.

Proposals received after the applicable due date and time prescribed above are considered to be late and will not be accepted except at the discretion of the client.

BIDDER QUALIFICATIONS:

Each bidder must hold an Alabama Commercial Contractors License with a Building Construction (BC) Major Classification or Building Construction under Four Stories (BCU4) Major Classification. Bidder must have also held a contractor's license for at least 5 years and have constructed at least 5 projects of similar complexity. Contractor is to provide, when requesting bid documents:

1. A copy of the bidder's contractor's license
2. A listing of 5 similar complexity completed projects, with client contact information.

BID OPENING:

The Bids will be opened and reviewed by the client within 5 business days after the bid submittal date. The Bidders will be notified of who the winning bidder is as soon after the opening as a decision can be made. Bids must be submitted to the Phenix City Council for final approval before the bid can be awarded. The winning bidder may be interviewed by the client to ensure compatibility.

BIDS WILL BE OPENED IN THE COUNCIL CHAMBERS AT 1111 BROAD STREET, PUBLIC SAFETY BUILDING

We anticipate notice to proceed as soon as the decision has been made. The winning bidder will be expected to provide the following items with-in 5 days of notice to proceed:

1. A cost breakdown by component on AIA Document G703 (Winning bidder shall submit pay requests on AIA Document G 702, Application and Certificate for Payment with accompanying AIA Document G703.)
2. A list of subcontractors being used with contact information.



3. A detailed construction schedule.

Respectfully,

Harlan A. Price, AIA, NCARB
Architect / President and Operating Manager